

# REQUIREMENTS FOR SHORT PLAT SUBDIVISION

(Maximum 4 lots)

- Proposed short plat subdivisions require a completed application and map (see Attachment A) with minimum required fees and variable fees (with documentation or applications) as are applicable.
- Application requires completion of a *Planning review*.
- Application requires *Environmental Health Department Plat Review Assessment* fees for land use and water program reviews.
- Application requires a *soils evaluation* for each lot in the proposed short plat or verification of *public sewer* availability for each lot.
- Application requires *Public Works Department Plat Review Assessment* fees for proposal and final map reviews.
- Short Plats proposing development of a *new public water system* require additional Environmental Health Department reviews, approvals and fees. Short Plats proposing connecting to an *existing public water system* require a *Water Availability Notification* signed by the water system purveyor for each lot.
- Final Short Plat approval will require survey of the property by a licensed land surveyor.
- Fee for *Alteration/Vacation* of any short plat subdivision is *\$355.00* (*other fees may apply, depending on the nature of the amendment*).
- ***NOTICE: Consideration of special tax programs is NOT part of the permitting or development review process and may involve considerable additional expense to property owners.*** If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber or Designated Forest Land, you must personally advise the Assessor's Office of any change in use of the land. It is recommended you contact the Assessor's Office (360-740-1392) for additional information prior to beginning the application process.

## MINIMUM BASE FEE (\$2,325.00)

Base Fees Includes:

<b>Application Fee</b>	<b>\$ 1,385.00</b>
<b>Planning review</b>	<b>90.00</b>
<b>Environmental Health Department Reviews</b> (\$200.00 water program / \$200.00 land use)	<b>400.00</b>
<b>Public Works Department Reviews</b> (\$300.00 plat review / \$150.00 final map)	<b>450.00</b>

## VARIABLE FEES

<b>Soil Evaluation or</b>	<b>180.00 per lot</b>
<b>Sewage Permit Application</b> (Design review fee of \$170.00 each application may apply)	<b>300.00 per lot</b>
<b>Well Site Approval (public water)</b>	<b>360.00</b>
<b>Water System Review (Over 6 hours then \$100.00 per hr.)</b>	<b>600.00</b>
<b>Water Availability Notification</b>	<b>80.00 per lot</b>

Additional fees may apply and will be determined upon submittal and/or review of project by the Planning Office.

Additional reviews and fees may be required for road approach permits, storm-water review, easement of necessity, etc. This determination will be made during the initial Public Works Department Plat Review and the applicant will be notified. Inquiries on these reviews should be addressed to the Lewis County Public Works Department.

# LEWIS COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

2025 NE Kresky Avenue  
WA 98532-2626

(360) 740-1146 Chehalis,  
FAX: (360) 740-1245

## APPLICATION FOR SHORT PLAT SUBDIVISION

**APPLICATION #:** SP \_\_\_\_\_ - \_\_\_\_\_ **Application Submitted:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Received By:** \_\_\_\_\_ **Soil/Septic Apps:** \$ \_\_\_\_\_ - \_\_\_\_\_; \$ \_\_\_\_\_ - \_\_\_\_\_;

\$ \_\_\_\_\_ - \_\_\_\_\_; \$ \_\_\_\_\_ - \_\_\_\_\_; \$ \_\_\_\_\_ - \_\_\_\_\_ & \$ \_\_\_\_\_ - \_\_\_\_\_;

### **BASE APPLICATION FEES DUE: \$2,325**

(Fee includes \$1,385 application fee, \$90 planning review fee, \$400 EH review fees and \$450 PW review fee).

### **ADDITIONAL REQUIREMENTS / FEES:**

*Soil Evaluation or Septic permit application* - require fees, possible designs, etc.

*Public Sewer* - must provide documentation of availability (forms available in the Permit Center).

*Public water – create new public water:* well site inspection & fees, water program design review & fees, etc.

*Public water – existing and new:* water availability notification and fees required for each lot (forms available in the Permit Center), other review may be required.

*Public Works* – additional reviews and fees may be required for road approach permits, stormwater review, easement of necessity, etc.

*Additional fees may apply.*

Alterations / vacation to any large lot subdivision will be \$355.00 (other fees may apply depending on the nature of the amendment).

### **1. Applicant:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Home(\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

### **2. Property Owner (if other than the applicant):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Home(\_\_\_\_\_) \_\_\_\_\_ Work(\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

### **3. Surveyor/Engineer (if any):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone      Home(\_\_\_\_\_)\_\_\_\_\_Work(\_\_\_\_\_)\_\_\_\_\_

E-Mail \_\_\_\_\_

4. **Tax parcel number(s) of the property included in this application:**

\_\_\_\_\_

5. **Is the property contained within this short plat application a part of any previous short plat?**

YES ☐                      NO ☐

If yes, what was the name of the original subdivider or the Short Plat File No.?

\_\_\_\_\_

6. **Location of property:**

Quarter Section \_\_\_\_\_, Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_

7. **Location of site (road name/city):** \_\_\_\_\_

8. **Name(s) of Public Road(s) used for access:** \_\_\_\_\_

9. **Total acreage of the parcel(s):** \_\_\_\_\_

10. **Sizes of the proposed lots:**

Lot #1: \_\_\_\_\_ Acres or Square Feet

Lot #2: \_\_\_\_\_ Acres or Square Feet

Lot #3: \_\_\_\_\_ Acres or Square Feet

Lot #4: \_\_\_\_\_ Acres or Square Feet

11. **Do any lots have existing structures? If so, please identify the lot number and the type of structure.**

\_\_\_\_\_

12. **What uses are proposed for proposed lots?**

Lot 1: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: \_\_\_\_\_

Lot 2: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: \_\_\_\_\_

Lot 3: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: \_\_\_\_\_

Lot 4: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: \_\_\_\_\_

13. **Existing sewage disposal (including sewage permit number and date of approval):**

☐ None

☐ Septic tank on Lot(s) # \_\_\_\_\_

☐ Sanitary sewer on Lot(s) # \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

**14. Proposed method of sewage disposal:**

☐ Septic tank on Lot(s) # \_\_\_\_\_

☐ Sanitary sewer on Lot(s) # \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

☐ Lots not intended for human habitation: Lot(s) # \_\_\_\_\_

☐ Lots proposed for uses not requiring sewage disposal (please identify the proposed lot number and use: \_\_\_\_\_)

**15. Existing water supply:**

☐ None

☐ Individual well on Lot(s) # \_\_\_\_\_

☐ Public or municipal water system (Name of system: \_\_\_\_\_)

☐ Other (Specify: \_\_\_\_\_)

**16. Proposed water supply:**

☐ Individual well on Lot(s) # \_\_\_\_\_

☐ Public or municipal water system (Name of system: \_\_\_\_\_)

☐ Other (Specify: \_\_\_\_\_)

**17. Please attach copies of the following to this application form:**

A. The legal description of the tax parcel(s) contained within this application.

B. The legal descriptions or other documentation of all existing or proposed easements affecting the property contained in this application.

C. A map of the proposed short plat indicating topographical features such as streams, swales and the direction of the natural drainage pattern of the site(See Attachment A attached hereto for other map requirements).

D. Existing or proposed road maintenance agreements, well maintenance agreements, community on-site sewage disposal system maintenance agreements, or restrictive covenants which apply to the short subdivision.

E. For applications proposing service from a public or municipal sanitary sewer or water system, letters from an approved water or sewer purveyor stating the ability to provide service to each

of the proposed lots. For those proposing septic systems, copies of soil evaluations for each lot. If wells are proposed, a copy of certification of water availability;

F. Where the short plat maps or legal descriptions make reference to a Segregation Survey which has been recorded at the Lewis County Auditor's Office, a copy of said survey shall be attached.

**18. CERTIFICATION:**

I/we the undersigned, as the applicant, hereby certify that the map and legal descriptions attached hereto show the entire contiguous ownership in which I/we have an interest by reason of ownership, contract for purchase, earnest money agreement or option for purchase by any person, firm, or corporation in any manner connected with this proposed short subdivision and that the following is the signature(s) of the owner, contract purchaser, or their representative.

Also, that all adjoining land is owned by others not associated by a land development business relationship with the owner.

Also, that the information contained in this application, map, legal descriptions, and any other supporting documents are true and correct to the best of my/our knowledge.

_____	_____
_____	_____

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
Residing at: \_\_\_\_\_

## ***ATTACHMENT "A"***

### **Preliminary Short Plat Map Requirements.**

A preliminary short plat map shall be prepared on a sheet of paper that is of reproducible material, and shall be of the following dimensions: eight and one half by fourteen inches (8 1/2" x 14"), eleven by seventeen (11" x 17") or eighteen by twenty four inches (18" x 24"). All drawing and lettering on the short plat map shall be in permanent black ink. Surveys shall not be required for preliminary short plat maps. All preliminary short plat maps shall contain the following information:

1. The date, scale (not more than two hundred (200) feet to the inch) and north arrow;
2. The name of the subdivider;
3. Designation of the quarter-quarter section, section, township and range.
4. The boundary lines of the entire parcel, lots and their dimensions, drawn to scale;
5. A number assigned to each lot. Lot numbers are to begin with number one (1) and proceed in a consecutive sequence.
6. The location, width and names of all public and private roads within or adjoining the short subdivision.
7. The connection between any internal road system of the short subdivision and the public road to be used for access.
8. Location and widths of all existing and proposed easements and rights-of-way for public services, ingress and egress or utilities within the area contained in the short subdivisions.
9. The location of existing houses, outbuildings and other structures including wells and on-site septic systems. Show the distances from the well(s) to the current and proposed property lines.
10. The boundaries of any land to be reserved for the common use of the property owners of the short subdivision.
11. Point of proposed access for each lot to the public road, whether each lot shall use a common access or have individual access.
12. Location (to the extent possible) of all section and section subdivision lines referenced in the legal description of the entire property to be short platted.
13. Vicinity sketch of the area in which the short subdivision is located may be required.

**Notice:**      **Prior to recording final documents for this activity, all taxes and recording fees must be paid.** Please contact the Lewis County Assessor's Office and the Lewis County Treasurer's Office for complete information.

# PERMISSION TO ENTER

\_\_\_\_\_  
**Date**

Lewis County Community Development Department  
Lewis County Health & Social Services (Environmental Health)  
2025 NE Kresky Avenue  
Chehalis, WA 98532

**I understand that County regulations require owner permission for County personnel to enter private property to conduct permit processing, review and inspections. I also understand that my failure to grant permission to enter, or an inability to contact me for prior notification of the time and date of inspection entries, may result in denial or withdrawal of a permit or approval.**

Applications have been submitted for the following services:

1) \_\_\_\_\_; 2) \_\_\_\_\_; 3) \_\_\_\_\_;  
(Enter Type of Permit – i.e., building, septic, etc., - include all that apply)

**which may require on-site permit processing, review and inspection by employees of the Community Development Department, Lewis County Environmental Services or Public Works for the property at:**

\_\_\_\_\_; and \_\_\_\_\_;  
(site address/location) (tax parcel number)

**By my signature below, permission is granted for representative(s) of the Community Development and Public Health Departments (Planning, Environmental, and Building sections) to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.**

***By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.***

Prior notification of the date of inspection(s) will take place is:

[ ] Not required [ ] Required: - ( ) \_\_\_\_\_ - \_\_\_\_\_ (Must provide phone number where applicant/representative can be reached)

\_\_\_\_\_  
**Name as listed on Application**  
(Please Print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Mailing Address of Signatory (Street / P.O. Box)**

\_\_\_\_\_  
Name of individual signing this document  
( ☐ Property Owner or ☐ Authorized Agent)  
(Please Print)

\_\_\_\_\_  
**City, State, Zip**

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE  
FACILITIES REQUIREMENTS- SCHOOLS**

*Date:* \_\_\_\_\_

*School District:* \_\_\_\_\_

*To Whom It May Concern:*

*We are requesting a land use permit for* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*located at* \_\_\_\_\_

*which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.*

*Sincerely,*

*(Applicant)*

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_



**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE  
FACILITIES REQUIREMENTS- FIRE**

*Date:* \_\_\_\_\_

*Fire District:* \_\_\_\_\_

*Dear Commissioner or Fire Chief;*

*We are requesting a land use permit for* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*located at* \_\_\_\_\_

*which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.*

*Sincerely,*

*(Applicant)*

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE  
FACILITIES REQUIREMENTS- POLICE**

*Date:* \_\_\_\_\_

*Police Department:* \_\_\_\_\_

*Dear Sheriff or Police Chief:*

*We are requesting a land use permit for* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*located at* \_\_\_\_\_

*which lies within your district. Please respond below, by checking the appropriate box to indicate whether or not your district has the capacity to serve the proposal or will have at the time of development. Thank you for your time.*

*Sincerely,*

*(Applicant)*

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**LEWIS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ADEQUATE  
FACILITIES REQUIREMENTS- REFUSE DISPOSAL**

Date: \_\_\_\_\_

Disposal Company: \_\_\_\_\_

To Whom It May Concern:

We are requesting a land use permit for

\_\_\_\_\_  
\_\_\_\_\_

located at

which lies within your district. Please respond below, by checking the appropriate box to  
indicate whether or not your district has the capacity to serve the proposal or will have at  
the time of development. Thank you for your time.

Sincerely,

(Applicant)

- ☐ Yes, we have the capacity to serve the proposed development, or will have capacity at the time it is developed.
- ☐ No, we do not have the capacity to serve the proposed development

Signed: \_\_\_\_\_ Date: \_\_\_\_\_